

**AGENDA**



**Recommendation for Council Action (Purchasing)**

Austin City Council	Item ID:	16044	Agenda Number	52.
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Meeting Date:	June 28, 2012
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Department:	Purchasing
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**Subject**

Authorize award and execution of a 36-month requirement supply contract with GULF COAST PAPER COMPANY, or one of the other qualified bidders for IFB-BV No. CB30070, to provide custodial supplies for all City of Austin Departments in an estimated amount not exceed \$5,040,000, with three 12-month extension options in an estimated amount not to exceed \$1,680,000 per extension option, for a total estimated contract amount not to exceed \$10,080,000.

**Amount and Source of Funding**

Funding in the amount of \$420,000 is available in the Fiscal Year 2011-2012 Operating Budget of various City departments. Funding for the remaining 33 months and extension options is contingent upon available funding in future budgets

**Fiscal Note**

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Best Evaluated Bid.
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Prior Council Action:	
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For More Information:	Cruz Banda, Buyer II /972-4022
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Boards and Commission Action:	Recommended by the Water and Wastewater Commission. Recommended by the Electric Utility Commission.
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Related Items:	
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MBE / WBE:	This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.
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**Additional Backup Information**

This contract establishes a source for the City-wide supply of janitorial supplies which include all paper supplies and sanitary products, absorbents, hand sanitizers, trash liners and other supplies (e.g., degreasers, floor cleaners, strippers, deodorants, disinfectants, soaps, etc.) that are required for general cleaning of City facilities including but not limited to restrooms and tile floors.

This supply agreement will insure janitorial supplies are available as needed for the maintenance requirements throughout the City. The contractor will deliver supplies to various City department locations. The major using departments include: Aviation (35%), Finance and Administrative Services (15%), Parks and Recreation Department (11%), Austin Fire Department (9%), Austin Water Utility (8%), Austin Convention Center (7%), Austin Energy (5%), Austin Public Library (2%), Health and Human Services (1%), Austin Resource Recovery (1%). There are several other City departments that make up the remaining 5% of the usage.

Gulf Coast Paper Company supports the City's goals for a sustainable environment by providing a lower carbon footprint of sixty-eight metric tons in 2011, with the City procuring supplies from a local source, and having LEED Green Certified sales representatives.

Through this contract, Gulf Coast Paper Co. will provide various sustainable products including all-purpose cleaners, glass cleaners, toilet bowl cleaners, graffiti remover cleaners, floor care finishes, folded paper towels, industrial paper towel rolls, toilet tissues, and soaps.

Pollock Paper Distributors was evaluated as a qualified bidder, however, did not receive additional points because they only provided a limited amount of green equivalent products and did not show representation of Green Certifications or 3rd party Eco-Labels.

An evaluation team of City of Austin employees with Warehouse, Custodial and Procurement Management expertise evaluated and chose this bid as the best to provide these products. Evaluation Criteria included: Cost and Most Responsive and Responsible bidder of Green Equivalent products.

City departments have used previous historical information and current budgets to determine the usage amount required for future annual procurements of this service.

MBE/WBE solicited: 0/1

MBE/WBE bid: 0/0

**City of Austin  
IFBBV CB30070 Custodial Supplies  
Evaluation Criteria Matrix**

<b>PROPOSERS NAME:</b>				
	Possible Points - 100	Gulf Coast Paper Hutto, TX	Matera Paper San Antonio, TX	Pollock Paper Austin, TX
1. Cost	70	65.87	67.13	70
2. Products List - A maximum of 30 points may be awarded to the most responsive and responsible bidder of "Green equivalent" products. Green	30	26.6	20.1	6.2

equivalent products include recognized 3rd party tested and certified products or EPA guidelines from the following: Green Seal Certified, EcoLogo, Green Guard Indoor Air Quality.				
<b>TOTAL POINTS</b>	100	92.47	87.23	76.2

**PRICE ANALYSIS**

- a. Adequate Competition.
- b. Forty-Seven notices were sent with no MBE and one WBE firms. Nine bids were received, none of which were from MBE or WBE firms.
- c. The pricing offered represents a 4% decrease from the Interim-contract awarded in January 2012. Compared set pricing for 110 of the most commonly used products.

**APPROVAL JUSTIFICATION**

- a. Best Evaluated Bid.
- b. The Purchasing Office concurs with FASD- Materials Management Departments recommended award.
- c. Advertised in the Austin American-Statesman and the Internet.